



## **Educational Leave With Pay**

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### **1.0 POLICY**

In certain cases, the County of Lee may grant Educational Leave with pay to an employee to attend a course of instruction which the County has determined will substantially enhance the employee's ability to perform his job.

### **2.0 DEFINITIONS**

- 2.1 Training Program** A program of instruction for the purpose of increasing job knowledge or skills which is specifically education-oriented. Normally, this definition would not extend to professional meetings or conferences.

### **3.0 PROCEDURE / RULE**

- 3.1** Upon recommendation of the Department Director, the County Manager may determine that a training program is of sufficient educational merit to warrant sending an employee. In such circumstances the County may pay, in full or in part, the employee's salary while gone, travel expenses and/or the tuition/registration fees for the course. The leave period must not exceed more than sixty (60) working days with the approval of the County Manager or nine (9) months with the approval of the Board of Commissioners.
- 3.2** Any County-paid expenses must be approved in advance by the County Manager or his designee.
- 3.3** A leave slip charging the work hours absent from the job to "Educational Leave with Pay" on the "Request for Leave" form must be completed and approved in advance.
- 3.4** Educational leave shall normally not be granted for courses of instruction at local institutions of higher learning, which the employee could normally attend on his own time.
- 3.5** Employees granted educational leave with pay shall agree to return to the service of Lee County upon completion of their training and remain in the employ of the County for

a period equal to twice the educational leave or reimburse Lee County for all compensation received while on educational leave.

- 3.6** An employee on educational leave with full pay shall continue to earn leave credits and any other benefits to which county employees are entitled. An employee on educational leave with partial pay shall earn proportional leave credits.

#### **4.0 APPENDIX / APPENDICES**

None.